

## Performance Improvement Plan Template

Employee Name: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Manager Name: \_\_\_\_\_

Standard(s) of Performance Reviewed (check all that apply):

Productivity

Efficiency

Teamwork

Quality

Attendance

Conduct

Other (define):

Specific examples of current performance under review (including steps taken to improve performance to date):

Improvement Plan (what is expected, how it should be accomplished, and in what timeframe):

**Acknowledgment:**

Employee (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Manager (signature): \_\_\_\_\_ Date: \_\_\_\_\_

**Reviewed by:**

HR (signature): \_\_\_\_\_ Date: \_\_\_\_\_

**Periodic Review Notes**

Comments	Employee Initials	Supervisor Initials	Date
1. Kevin has shown intentional improvement in dealings with customers			Oct 1
2. Kevin received two customer compliments this week			Oct 7
3.			
4.			
5.			
6.			

**Conclusion (check one):**

Performance Action Plan satisfactorily completed on: \_\_\_\_/\_\_\_\_/\_\_\_\_

Corrective Action Required (attach and submit to Human Resources)

Failure to meet and sustain improved performance may lead to further disciplinary action, up to and including termination. Corrective action may be taken in conjunction with, during, or after the performance plan.

**Reviewed and accepted by:**

Employee (signature): \_\_\_\_\_ Date: \_\_\_\_\_

**Review completed by:**

Manager (signature): \_\_\_\_\_ Date: \_\_\_\_\_

This performance plan is not intended to be an employment contract or a guarantee of continuing employment.

Copy: Employee

Original: Personnel File